

# KA Supplier Logistics Manual

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## KIRCHHOFF Automotive

— Logistics requirements & Specifications for Business Relationship with KIRCHHOFF  
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## Content

1 Preamble	4
2 Company Presentation	5
2.1 Group & Division	5
3 Scope	5
4 Communication	5
4.1 Contact	5
4.2 Information Transfer	6
4.3 Order Processing	6
4.3.1 Delivery Requests [SA & CallOff]	6
4.3.2 Order Tracking	7
4.3.3 Production and Material Release	7
4.3.4 Start-Up and Phase-Out Management	8
5 Packaging Logistics	8
5.1 Packaging specifications	8
5.2 Empty packaging processing	10
5.2.1 Empty packaging order	10
5.2.2 Account reconciliation management	10
5.2.3 Use of returnable containers	11
6 Dispatch Logistics	12
6.1 Delivery specifications	12
6.2 Cross-Traffic particularities	14
6.3 Transport processing	14
6.4 Delivery documentation	14
6.4.1 Delivery note as per DIN 4991	14
6.4.1.1 General requirements for the delivery note	15
6.4.2 Shipping order as per standard VDA4922	15
6.4.2.1 General requirements for shipping order	15
6.4.3 Goods tags as per VDA4902 version 4	16
6.4.3.1 Structure and content of VDA goods tag	16
6.4.3.2 Presentation of field content and barcode	17
6.4.3.3 Characteristics for VDA small goods carrier label	18
6.4.3.4 Master layout for VDA4902 version 4 goods tag	18

6.4.3.5 Master layout for VDA small goods carrier Label goods tag	19
6.4.3.6 Attachment of goods tag	20
7 ATTACHMENTS	21
8 LOGISTICS SUPPLIERS EVALUATION	24
8.1 General	24
8.2 Integration to supply chain process	24
8.3 SUPPLIER performance evaluation	24
8.4 Evaluation of logistical incidents	25
8.5 Logistics Complaints	25
9 Acronyms and abbreviations	26
10 APPENDICES	

## 1 Preamble

The intensifying competition in the automotive industry keeps on making increasing demands on the suppliers and subcontractors. While companies have, in the past, put special emphasis in improving their functions (Procurement, Production, Sales, etc.), the business processes and the entire value chain must, in the future, be better coordinated in order to lower costs, achieve shorter lead times and better product and service quality. Since KIRCHHOFF Automotive (hereinafter referred to as "KA") in these areas however can only achieve this high level of quality in coordination with its suppliers (hereinafter referred to as „SUPPLIER“ or „SUPPLIERS“), it needs reliable and competent business partners who share the same customer-focused goals. The logistics requirements outlined here are part of each purchasing agreement. They present the binding requirements for the logistical operations and processes. The SUPPLIER agrees to meet the requirements defined here unless expressly agreed otherwise in the purchasing agreement. The implementation of this logistical requirement is vital. We therefore recommend that each appropriate post in your company is made familiar with the contents of this supplier's requirements.

KIRCHHOFF Automotive GmbH  
Corporate Logistics & Procurement  
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## 2 Company Presentation

### 2.1 Group & Division

KIRCHHOFF Automotive is a Global acting and specialized supplier of Automotive components and services. He is providing innovative solutions in several sectors like forming [hot/cold], joining [welding, gluing, clinching, screwing, riveting....] and surface treating [KTL, waxing].

KIRCHHOFF is designing and producing bumper systems, CrossCarBeams, and chassismodules [Floor panel/Rear panel...], structural parts, truck & forklift components, frames axels and other add-on pieces.

KA offers customized hybrid & materialmix-solutions with high value to market, which of course meets the ongoing and increasing challenges in conjunction with weight reduction and pedestrian safeness.

Appendix 1: KA sites & Individual KA plant details

## 3 Scope

These logistical requirements apply until further notice to all procurement processes of KIRCHHOFF Automotive Group and complete the provisions of each relevant sales contract and purchasing conditions. This provision may be modified, supplemented or replaced by plant-specific logistics concept/shipping provisions.

Appendix 1: KA sites & Individual KA plant details

## 4 Communication

Elementary basis for a reliable cooperation is an efficient communication between the SUPPLIERS and KIRCHHOFF. For a targeted communication, compliance and pursuit of reached agreements as well as timely communication of information related to supply, is indispensable.

### 4.1 Contact

The SUPPLIER must designate contact persons with the necessary expertise for logistical support [Follow Up, Packaging & Shipment management]. The following information has to be submitted to KA:

- Contact (email, cell & mobile phone, fax)
- Representative (email, phone and fax)
- Superior (email, phone and fax)

The contact person has to be available each day [Monday – Friday] at least from 07:30 am to 5:30 pm (Time Zone supplied KA plant). Outside of this time period (and during shutdown periods) , a qualified English speaking telephonic emergency support within 24/7 is required.

Communication Language:

- 🌐 language of corresponding customer KA plant, or
- 🌐 English (as standard for international communication)

## 4.2 Information transfer

Information transfer between KA and SUPPLIERS is done using WebPlatform INFOR SE or Classic EDI. In case INFOR SE platform is agreed separate individual KA [WEB] / EDI – Contract is to be signed [see Appendix]

If SUPPLIER is not capable to communicate accordingly, information may be transmitted by email. The aim, however, is the transmission of commercial data using INFOR SE.

The goal is fully automated integration into SUPPLIER's production planning system (PPS). This includes, for example, breakdown into parts lists, automatic generation and forwarding of purchase orders to subcontractors, and integration into capacity planning and production control processes.

The consistency of the system must be ensured throughout the planning, production and shipping process.

Communication between the systems must be regularly monitored to assure correct and complete transfer of data.

## 4.3 Order processing

The SUPPLIER agrees to supply products and services been ordered as well as all associated materials by receiving an annual frame order volume from KA and on that basis, guaranteeing sufficient internal resources and adequate supply capacity throughout its own supply chain.

### 4.3.1 Delivery requests [SA & CallOff]

- § 1: The SUPPLIER receives orders based on scheduling agreements containing generally data on a X-month timeframe [based on max available KA customer requirements 4 - 12 months]
- § 2: starting from the date of SA transmission first four days up to two calendar weeks to be considered as actual and frozen call-off dates.
- § 3: Dates mentioned in the delivery request are receipt dates at KA, or collection days depending in contracted incoterm.
- § 4: Scheduling Agreement (SA) is the official purchasing document which contains planned quantities and arrival dates of expected deliveries.
- § 5: The SUPPLIER is obligated to check every new release of SA's

- § 6: The new release is overwriting former releases of the SA
- § 7: The delivery schedule represented in the submitted SA is deemed as confirmed, as far as SUPPLIER do not object in written form within 48 hours in working days. Objection letter shall include reason of non or under-confirmation, detailed action plan to improve delivery situation and the best delivery plan with exact dates and quantities in order to recover to SA cumulated quantity as soon as possible
- § 8: Within SOP and phasing-out periods of a product, KA expects increased flexibility from it's SUPPLIER
- § 9: New releases of SA are submitted at least on a bi-weekly bases but may vary by KA plant defined frequency.
- § 10: In case KA is responsible for freight forwarding supplier have to accumulate deliveries to secure FTL.
- § 11: Special Call-off (SCO) might be submitted at any time.

#### **4.3.2 Order tracking**

In order to be able at any time providing status of current order, SUPPLIER is expected to implement process and organization of a continuous internal order tracking. As well he is obliged to ensure a transparent order tracking of its primary suppliers.

In order to prevent any possible faults within the supply chain, an early warning system is to be installed to detect delivery problems. These also has to include emergency plans and crisis management. If problems occur, then is SUPPLIER responsible to take appropriate counteractive-measures for correction. If these measures seemed to be not effective, KA is to be informed immediately by it's SUPPLIER containing following details:

1. Root cause and impact of individual supply problem
2. Planned production capacities in order to rebalance residual materials
3. Possible alternative manufacturing possibilities for residual materials
4. Possibilities for partial delivery or implementation of special freight
5. Premium freight capabilities and timing
6. Escalation of the problem inside its company

#### **4.3.3 Production and Material Release**

SUPPLIER is obliged to deliver ordered products and required associated materials to the receiving KA plant. Production releases are legally binding purchase orders of finished goods. However, regarding delivery dates the last updated delivery call-off/ scheduled release is decisive.

Material releases are the basis for KA's obligation to reimburse respective materials purchased by SUPPLIER, if any. Production and material releases relate to dates of receipt by KA.

Periods for production and material releases are defined in general in the relevant supply contract. If the agreed releases are verifiably inadequate to maintain delivery capability, SUPPLIER can apply for an extension for material release or request additional forecast data from his KA contact in individual cases. Requirements beyond those periods represent non-binding forecasts, based on which SUPPLIER plans its production capacity and sample production.

If KA cancels material delivery call-offs/ scheduled releases of finished goods within production release period without having placed corresponding future orders, KA decides if receipt of the finished goods within a reasonable time is accepted or whether agreed upon price is paid.

If KA cancels delivery call-offs/ scheduled releases of finished goods within material release period, KA shall reimburse the cost which SUPPLIER incurred for such material, provided however that SUPPLIER demonstrates that the respective material could not be otherwise used within reasonable time. KA reserves the right to request the shipment of the cancelled raw material.

#### 4.3.4 Start-Up and Phase-Out Management

During start-up and phase-out KA expects increased flexibility from its suppliers. This requires a capacity planning process in order to be able to supply even small volumes timely in the right quantities based on exact CallOff figures. Capacity planning must be coordinated between KA and SUPPLIER in time.

## 5 Packaging logistics

### 5.1 Packaging specifications

The product-specific packaging has to be aligned with KA expectations and requirements ahead first delivery to be proposed by the SUPPLIER during quotation phase. The packaging should be designed according to ecological, economic and qualitative criteria. Related to, unharmed and timely arrival of goods at KA remains as top priority. The packaging as well has to fulfil below requirements as best as possible:

- 🔵 optimum and efficient usage of container
- 🔵 at least 2 stackable containers
- 🔵 guaranteed safety during transportation & storing till final point of fit at KA plant
- 🔵 transport vehicles [truck, container...] easy to unload with standard forklift [x\* to] or cranes [max 20 to]
- 🔵 requiring minimum prevention material for protection [bubble foil, inserts, wood...]
- 🔵 compliance with standard dimensions [container, truck,....]
- 🔵 in case one-way and reusable packaging are equivalent economically and qualitatively, reusable packaging is to be preferred.
- 🔵 pool reusable packaging is preferred to non-pool reusable packaging [DB Gibo, Chep KLT,....]
- 🔵 easy to pack & unpack

Packaging generally is to be planned mainly from an ecological and economical point of view applying environmental legislation by obtaining following priorities:

1. Avoiding waste: Emissions must be limited to the strictly required.
2. Reducing waste: Through use of reusable packaging, rate of reuse will be increased. The proportion of packaging is kept to a minimum.
3. Recycling of waste: Both, one-way packaging and reusable packaging must be recyclable in a friendly environmental way. Therefore it is essential to pay attention to purity of materials and use only environmentally friendly material.



During the Autumn-Winter season (from October to March), for the suppliers in- & outside of national market, is mandatory the protection of coils with a plastic or paper sheet to prevent its oxidation depending on local KA plant requirement.

Materials supplied in coils shall be supplied standing (horizontal axis), using adequate means of transportation.

Whenever it is considered not safe to carry the rolls standing (horizontal axis), because of a reduced roll (or group of rolls) ratio width/height, material could then be supplied laid on wooden pallets (vertical axis) with a *maximum gross weight of 2400 kg\**, without additional costs to the KA. Dimensions of rolls are specified in all purchasing documents by taking into consideration the optimization of Customer's manufacturing process.

Dimensional tolerances are considered sufficiently wide to be fulfilled by SUPPLIER's manufacturing processes and, therefore, rolls with different dimensions cannot be received.

All foreseen deviations or incompatibilities must be indicated on SUPPLIER's offer. Any additional packaging requirement will be specified by KA, being subject for specific quotation.

In the case of steel blanks, the top and the first sheet in contact with pallet is considered as packaging material and will not be considered in the net weight.

In addition to the obligatory indication of weight, the SUPPLIER shall indicate the number of steel blanks in the delivery note.

Unless otherwise stated, transportation is made on account of the SUPPLIER, however it may vary to FCA depending on KA plants.

Packaging will be proposed by the SUPPLIER using the form of KA Packaging Specification Sheet to be reviewed and released by KA. Packaging specification becomes binding once submitted and agreed. If no packaging is determined by KA, packaging proposed by SUPPLIER in coordination with the KA meeting previous conditions may be used.

Optimization and improvement as well has to be proposed by the SUPPLIER however potential implementation has to be approved and coordinated together with KA.

The SUPPLIER is obliged to not use any other packaging as the defined original. If this is not available for delivery due to any reason an alternative packaging meeting previous conditions as best as possible may be used temporarily. This exception is to be approved case to case by KA container administration on time.

As well deviations from packaging specifications in justified cases (for example, alternative packaging for production start-ups, extraordinary runs) have to be agreed, with KA responsible contact. Packaging must be identified with a yellow label, bearing the words „alternative packaging“. As well alternative packaging has to be signed accordingly on the delivery note.

Reason for lack of packaging as outlined in the packaging specifications must be communicated to KA in written form upon request. KA reserves the right to pass on to the SUPPLIERS any additional costs occurred by delivery in packaging that has not been agreed upon (e.g. due to faults with material handling, repackaging, disposal costs, etc.).

The approval of packaging does not relieve the SUPPLIERS from their responsibility to delivery material without damage. The SUPPLIER is responsible for degradations in quality, due to deficient, wet or dirty packaging.

*\*Max Forklift capacity / gross weight may vary from KA plant to KA plant*

Special requirements for wooden packaging materials (international trade):

Phyosanitary regulations for international trade with packaging materials made of solid wood (ISPM 15) have been issued within the scope of the IPPC (International Plant Protection Convention), which is a sub-organization of the FAO (Food and Agriculture Organization of the UN).

Information regarding the IPPC-Regulations.- and country specific regulations could be found under the following link.

<https://www.ippc.int/en/IPP/En/>

## **5.2 Empty packaging processing**

### **5.2.1 Empty packaging order**

The SUPPLIER's average empty packaging corresponds to KA's material needs for one calendar week. The SUPPLIER is expected to order required empty packaging at least five days ahead of planned pick-up\*. Required amount of empty packaging will be reviewed by the KA container administration on the basis of submitted scheduling agreements. SUPPLIER may not receive more packaging than it is supposed based on valid scheduling agreements. KA reserves it's right to amend empty packaging orders as required. Empty packaging orders for complete production lots will not be accepted.

For short-term changes of requested quantities by KA or because of delays caused by KA in the supply of materials, additional supplies of empty packaging may be agreed with the KA container administration.

Costs incurring because of missing or insufficient empty packaging orders are borne by the SUPPLIER.

Unless otherwise agreed, KA provides the required containers according to the delivery schedule without a user fee.

Any additional request for reusable packaging is at the expense of the SUPPLIERS (to buy or pay for use to KA or third party).

KA reserves the right to charge a user fee for the returnable container, if container return does not work properly.

### **5.2.2 Account reconciliation management**

The SUPPLIER is expected to keep a record of containers used as reusable packaging with KA. A separate account must be set up for each type of container and KA site. KA may have a view on the container account on request.

In parallel, KA as well is setting an individual SAP container account. Whenever KA provides an account statement with all stock and transaction data on this has to be crosschecked, confirmed and aligned by the SUPPLIER.

*\*may vary from KA plant to KA plant*

The SUPPLIER is in charge to check the accounts for any possible variations and claims must be made in writing within 10 working days to the KA container administration providing movement evidence since last agreed account. Otherwise, stocks documented within KA container account will be deemed confirmed by SUPPLIER.

Differences in quantity must be straightened up in cooperation with the KA container administration and supported by the SUPPLIER' delivery notes. The supplementary entry of differences only occurs at the KA container administration.

At least once a year, at the instigation of KA, a physical inventory of the packaging stocks must be carried out. As a basis for the inventory, there is an inventory list of all returnable packaging sent to the SUPPLIER.

If there is no feedback, the container stocks indicated by KA are deemed accepted by the SUPPLIER. If no inventory has been transmitted by the deadline, stocks indicated by KA will be written in. The reporting behavior of the SUPPLIER is included in the supplier evaluation.

For identified stock shortages, KA will charge the SUPPLIER the cost of replacing the container.

### 5.2.3 Use of returnable containers

The SUPPLIER is responsible for container-condition of delivery to KA. The container has to:

- be undamaged,
- be clean,
- be free from adhesive residue and old labels
- exhibit the marks of ownership of its pool (e.g. EPAL, DB,...)

Under no circumstances, the quality of goods transported in the container should suffer.

The SUPPLIER checks the condition of the container on receipt and has to place a claim within one day to the KA container administration if the container is defective or dirty. After expiry of that deadline, the container will be deemed appropriate delivered by KA and the risk will pass towards the SUPPLIER.

The SUPPLIER has to ensure that empty container is being protected from dampness and dirt.

Empty KLT therefore always have to be stacked with the opening downside. If a returnable container is lost or damaged by the SUPPLIER, this immediately is to be reported to KA. SUPPLIER always is responsible and liable for containers he lost or damaged.

KA reserves the right to refuse to accept deliveries, in any packaging which is damaged, dirty, incorrectly identified or loaded contrary to regulations. As well KA is allowed to repack into suitable packaging. Resulting costs are borne by the SUPPLIER.

The containers provided by KA are only released for transportation purpose in between SUPPLIER and KA. Transfers to it's primary suppliers and use for storage and production isn't allowed. This as well applies to KA's standard containers. The SUPPLIER are prohibited using the empty containers for:

- 🌐 internal production circulation
- 🌐 intermediate storage of WIP
- 🌐 storage of finished goods
- 🌐 allocation to sub-supplier

The SUPPLIER is expected to return to KA at its own expense, any empty container he do not need. This applies in particular to materials that have been sent after production to KA by the SUPPLIERS in other containers when they were delivered. These containers must be returned to KA immediately after emptying.

## 6 Dispatch logistics

### 6.1 Delivery specifications

The SUPPLIER is expected to provide quantities outlined in the scheduling agreement by KA, in the right quality, at the right time, in specified packaging, to the correct unloading point. Basically, the SUPPLIER agrees to carry out the orders under FIFO (**F**irst **i**n, **F**irst **o**ut) and to be available to KA.

SUPPLIER must plan its activities and stock in such a way as to assure the integral supply of the scheduled quantities on the required dates, being possible a variation of 20% above or below the request previously sent.

The SUPPLIER will make materials available for the exact date for which they have been required and confirmed. If delivery schedule or Call-off is defined for calendar week the availability of material shall be secured on first day of the week at the recipient location. In case special call-off is submitted the SUPPLIER is requested to secure availability of material for transport. KA shall make the SCO quantity on the level of 0,8 FTL. If it is not reached SUPPLIER is authorized to submit proportional compensation according to the deviation from above loading factor.

Collection of materials EXW or FCA shall be announced with, at least, two days of anticipation.

Delivery of materials CIP or DDP are made on working days at KA premises or at another designated location, placed within a radius not far than 30 km, inside a time schedule to be agreed upon with local KA plant.

The SUPPLIER commits to respect the unloading time frames defined by KA. KA reserves the right to refuse unloading of materials whose delivery date has not yet occurred or when it is already outstanding or materials whose quantities exceed those requested by reference.

No partial shipments will be accepted, except in cases duly justified and previously communicated to and accepted by KA. In case of not scheduled unbalanced LH/RH deliveries differences might be scrapped by KA on expense of the SUPPLIER.

Any deviation to these time frames must be previously authorized by KA.

The resulting costs must be borne by the SUPPLIER.

KA systematically verifies the quantities received and reserves the right, in case of divergences exceeding 0,5%, to demand until the end of the following month, the corresponding balance through a credit note from Supplier or by issuing the respective debit note.

During traditional holiday seasons (Summer and Christmas), national holidays or potential other SUPPLIER shutdown periods, Supplier is compelled to fulfil the delivery dates in accordance to the scheduling agreements. SUPPLIER shall not impose to KA the creation of buffer stocks. SUPPLIER should produce according to KA needs, sent weekly. Safety stock will be under the responsibility of the Supplier and not under KA. SUPPLIER must ensure deliveries during these periods (from materials produced in advance to cover its shutdown period) and have a logistic contact identified during this period.

If delivery schedule or Call-off is defined for calendar week the availability of material shall be secured on first day of the week at the recipient location if not otherwise agreed with local KA plant logistics.

In case special call-off is submitted SUPPLIER is requested to secure availability of material for transport. In case SUPPLIER delivers based on incoterm KA shall make the SCO quantity on the level of 0,8 FTL. If it is not reached supplier is authorized to submit proportional compensation according to the deviation from above loading factor.

Moreover, the following rules must be observed for delivery:

1. containers' basic dimensions to be respected. Protrusions and overhangs to be avoided
2. dispatch units to be packed by the SUPPLIER to be safe during transport and secure
3. The packages are packed by type. Different materials should not be combined in one package
4. Packages must be assembled to constitute a safe transport unit for the dispatching unit and must be secured against shifting and damage during transport
5. The upper part of the container at least must be sealed with a lid
6. Existing label bags to be used
7. The attachment of the goods tag on the packaging must be done using easily detachable, residue-free adhesive dots or tapes as per the VDA guidelines. The adhesive of self-adhesive goods tags or label bags is prohibited on the packaging
8. For delivery in small goods carriers on pallets, the upper layer must be levelled and closed with a lid
9. The perfect condition of pallets or wire-mesh crates must be secured as per the exchange criteria of the European Pallet Association EPAL ([Internet://www.epal-pallets.org](http://www.epal-pallets.org)) / ASIAN Standards and other containers
10. The securing of the load must be done in accordance with national and international guidelines

KA reserves the right to reject loads or partial loads if the conditions for safe loading or for storing the load are not met (e.g. containers that are not locked, protruding auxiliary packaging, use of damaged containers etc.). The resulting additional costs shall be borne by the SUPPLIER.

The SUPPLIER delivers to the unloading point specified in the contract or in the delivery schedule. On rare occasions, the unloading point can be changed after consultation with the competent KA dispatcher.

Once a time slot has been set for the SUPPLIER, it is expected to deliver within that slot. Possible deviations need to be clarified ahead of delivery with the KA receiving area. KA is not obliged towards the SUPPLIER to upload or unload outside the time slot.

Where ever in KA the Web-platforms i.e. TRANSPOREON are in use SUPPLIER is required to post unloading time window containing all required information (i.e. Truck ID number) latest by 24 hours in advance.

Individual KA plant unloading capabilities as Side, Back, Crane, Container have to be agreed, approved and considered by Truck Specification to be chosen.

## 6.2 Cross-traffic particularities

If SUPPLIER is not delivering to KA, but close to one of it's partners participating in cross-traffic, then he as well has to consider following in addition to the aforementioned points:

- The request and the binding delivery date will be transmitted by KA towards it's participating partner
- The SUPPLIER is responsible for reminding the subcontractors of the residue. KA is to be informed immediately in writing in case of any delay.

In order to monitor movement of materials and containers, SUPPLIER is expected to forward to KA goods receipt, immediately upon delivery, the delivery note signed by both parties.

Just by arrival of related delivery note, the SUPPLIER will be released from KA. From that point of time onwards, the recipient is responsible for material and container.

## 6.3 Transport processing

By picking up the material, the forwarder confirms the number and nature of the receipt freight or shipping units, but not their content or value.

All documents including consignment note, delivery note and/or commercial invoice are to be sent separately from the material during transport by the forwarder. If possible as well a delivery note copy shall be attached to one item unit.

Responsibility of transport and its organization is in accordance to the delivery conditions agreed within the sales contract of SUPPLIER and KA. If a corresponding commercial/incoterm term is agreed, then the responsibility & risk falls onto both contractual parties based on Term regulations [validity last version]

The organization of special transports will be implemented after common agreement by one contractual party after common agreement. Execution of special transports, for example by air freight, taxi, etc. is generally paid by responsible party.

## 6.4 Delivery documentation

Following described are the logistical requirements for delivery documentation required to accompanying for each delivery to the KA Group, in accordance with the current VDA/ODETTE standards.

Compliance with the logistical requirements for the delivery documentation represents an essential criterion for achieving high customer satisfaction and for reaching the required quality objectives.

### 6.4.1 Delivery note according DIN 4991

The delivery note is to be submitted in duplicate. Delivery notes are not to be attached to the goods or packed with the goods at least a copy to one item. The shipping documents and delivery note must be handed over to the forwarder/carrier.

Exception: By shipments using parcel services, delivery note is to be placed outside in an appropriate PE pouch.

By forwarding a delivery note with EDI, accompanying document VDA4912 is to be used. Additional Time Window notification is appreciated.

#### 6.4.1.1 General requirements for the delivery note

The delivery note must at least have the following data.

- ④ Delivery note number (8 digits maximum)
- ④ Shipping date
- ④ Recipient address (plant, unloading point as per the delivery schedule)
- ④ Shipper
- ④ Supplier number
- ④ Order/blanket order number
- ④ KA part number
- ④ Item description
- ④ Delivery quantities
- ④ Gross and net weight
- ④ Type of container and quantities by KA part number

### 6.4.2 Shipping order as per standard VDA4922

For each delivery, a shipping order is to be issued in one copy for the entire shipment.

#### 6.4.2.1 General requirements for shipping order

The shipment order has to include at least following data:

- ④ Supplier's address/unloading point
- ④ Supplier number
- ④ Nature and number of packaging
- ④ Delivery note number(s)
- ④ Shipment number
- ④ Gross/net weight
- ④ Quality certificate form 3.1 or 2.2 if required by KA

### 6.4.3 Goods tags as per VDA4902 version 4

#### 6.4.3.1 Structure and content of VDA goods tag

For each delivery to KA, a VDA/ODETTE goods tag is to be fixed on each cargo unit, each container and each single package. This system is based on recommendations of the Association for the German Automotive Industry (VDA) or Organization for Data Exchange by Tele Transmission in Europe (ODETTE ) Aim for KA is to capture through the introduction of an ERP system, data of goods receiving procedure automatically by using barcodes. For this it's mandatory that requirements described below need to be fulfilled.

Field Number	Description	Field required	Number of characters	Font size	Barcode	Notes
1	Consignee short	Yes	2 x 20	7	No	
2.1	Unloading point	Yes	5	13	No	
2.2	Additional storage for use location	Yes	7	13	No	
3	Delivery note number	Yes	8	7	Yes	
4	Delivery address	Yes	29	5	No	
5	Net weight	Yes	4	5	No	
6	Gross weight	Yes	4	5	No	
7	Number of packages	Yes	3	5	No	
8	KA part number	Yes	22	1	Yes	
9	Capacity	Yes	7	13	Yes	
10	Description of material	Yes	30	7	No	
11.1	Supplier's part number	No	22	7	No	
11.2	Customer part number for package	Yes	10	13	Yes	
12	Supplier's number	Yes	9	5	Yes	
13	Date	Yes	7	7	No	Shipping date format: D YYMMDD For ex.: D 100701
14	Change status	No	14	7	No	
15	Package number	Yes	14	7	Yes	
16	Batch number	Yes	12	13	No	



### 6.4.3.2 Presentation of field content and barcode

All field contents are generally left-justified, without leading spaces or zeros. Fields marked with "Yes" are to be included in the barcode. Always use code 39 as a barcode type.

Data listed above will each time be preceded by a barcode marker ahead the actual barcode content, in order to make it possible to identify the barcode and to thus read individual bar codes in any order. The identification and the structure of the barcodes to be used are as follows:

Fieldnumber	Description	ID	Structure	Example
3	Delivery note number	<b>N</b>	Item 1: ID From item 2: Delivery note	<b>N</b> 80189255
8	KA part number	<b>P</b>	Number Item 1: ID From Item 2: KA's	<b>P</b> 100009500
9	Capacity	<b>Q</b>	part number Item 1: ID From Item 2: capacity	<b>Q</b> 4000
11.2	Part number of customer	<b>B</b>	Item 1: ID From Item 2: part number of customer for package	<b>B</b> 7290009
12	Supplier's number	<b>V</b>	Item 1: ID From Item 2: Supplier's number	<b>V</b> 11132
15	Package number	<b>S,M,G</b>	Item 1: ID From Item 2: Package number	<b>S</b> 101816272

### 6.4.3.3 Characteristics for VDA small goods carrier label

For identification of VDA small goods carrier, in accordance to VDA4500, a 210x74 mm VDA small good carrier label is to be used. The reason for using a separate small goods carrier label is the height of less than 280mm, as to fit only a form with a height of 79 mm.

Folding the goods tag to 148mm in height is not allowed since all information should be fully readable. Should the SUPPLIERS be using only small goods carrier with a height of 280 mm, then standard goods tag can be used, since the dimensions of the pouch allow it.

### 6.4.3.4 Master layout for VDA4902 version 4 goods tag (Not original size)

Folding the goods tag is not allowed since all information must be readable!

<small>(1) Warenempfänger</small> <b>Kirchhoff Polska Sp. z o.</b> <b>PL – 44 – 109 Gliwice</b>		<small>(2) Abladestelle/Lagerort/Verbrauchstelle/verw.schlüssel</small> 	
<small>(3) Lieferschein – Nr.</small> <b>85475377</b> 		<small>(4) Lieferantenanschrift</small> <b>KIRCHHOFF Automotive Deutsch</b> <small>In der Stosse DE – 57439 Altendorf</small>	
<small>(6) Sach – Nr. Kunde (P)</small> <b>9221.40.101.04</b> 		<small>(5) Gewicht netto</small> <b>13</b>	<small>(6) Gewicht brutto</small> <b>194</b>
<small>(5) Fulmenge (Q)</small> <b>400</b> 		<small>(7) Anzahl Packstücke</small> <b>6</b>	
<small>(12) Lieferanten – Nr. (V)</small> <b>0000911999</b> 		<small>(10) Bezeichnung Lieferung</small> <b>CRASHBOX CZ.POJEDYNCZA</b>	
<small>(15) Packstück – Nr. (S)</small> <b>128932149</b> 		<small>(11.1) Sach – Nr. Lieferant (30S)</small> <b>9221.40.101.04</b> <small>(11.2) Packmittel – Nr. Kunde (B)</small> <b>HESON – BEHAELTER</b> 	
		<small>(13) Datum</small> <b>D 15.09.14</b>	<small>(14) Änderungsstand</small> <b>1.11.2012</b>
		<small>(16) Chargen – Nr. (H)</small> <b>128932149</b>	

**6.4.3.5 Master layout for VDA small goods carrier label goods tag** (Not original size)

(1) Warenempfänger Kirchhoff Polska Sp. z o.o.	(2) Abladestelle/Lagerort/Verbauchsstelle/Verw.schlüssel	(3) Lieferschein-Nr. (N) 85468761
PL-44-109 Gliwice		
(8) Sach-Nr. Kunde (P) 9305.40.003.04		
(9) Füllmenge 130	(10) Bezeichnung Lieferung Bracket Prk Brk Interco Gliwice	
	(11.1) Sach-Nr. Lieferant (30S) 9305.40.003.04	
(12) Lieferanten-Nr.(V) 0000911999	(11.2) Packmittel-Nr. Kunde (B) KLT4329	
	(13) Datum D 15.08.03	(14) Änderungsstand 1.11.2012
(15) Packstück-Nr.(S) 128375607	(16) Chargen-Nr. (H) 128375607	
		

### 6.4.3.6 Attachment of goods tag

Attachment of the goods tag must be chosen so that it can be read properly manually and mechanically from outside at any time. Coil & Blank tags have to be placed according to KA plant specific requirements. Labels have to be inserted in specified holders at container. If specified slots are not available, then easily and completely removable adhesive dots are to be used. It is essential to note that neither the barcode nor any other data are covered.



Abbildung 1



Abbildung 2



Abbildung 3



Abbildung 4

A modern carrier pool of VDA small goods carriers can be run properly just if all parties keep the rules. An authoritative decision the VDA working group for "container standardization" is that VDA KLT is not to be pasted however in reality, not all users keep with that standard!

#### The current unsatisfying situation:

The pouches developed years ago ensure just an inadequate placement of goods tags which are printed on paper too thin. In order to avoid identification problems of carried goods, either self-adhesive label or adhesive itself is used on the VDA KLT.

#### Thus, the following problems occur:

Figure 1 shows a pasted VDA KLT, as per current practice, which will no longer be safe to use. All users putting on their "ID" in that way will cause:

- ❶ Loss of quality through:
  - Making unique identification difficult
  - Preventing automatic scanning
- ❷ Complicated recycling
- ❸ Additional expense (costs) due to:
  - rejection
  - cleaning/removal
  - disposal
- ❹ Unattractive appearance

#### This concludes to following consequences:

Since the commonality of the pool operators can be damaged by only a few users, this had led individual OEM to charge a so-called "penalty fee".

#### Solution for fixing the goods tag properly:

Figures 2, 3 and 4 showing two possibilities for proper attachment of goods tags. Goods tags have to be inserted in the pouches mounted on the VDA small carrier goods. Adhesive labels are not allowed.

In addition, the attachment in the pouch can be improved with a maximum of 3 textile adhesive dots.

Example figure 3: textile adhesive dots number 1 and 2 are correctly placed so that all information is visible on the goods tag. Number 3 is not correct and conceals important data! Be careful when using textile adhesive dots that ALL information remain visible, figure 4 shows how to attach the label and the Kanban card still fits inside.

**Through proper attachment of the goods tag, you can avoid consequential costs for your company!**

## 7 ATTACHMENTS

### Attachment I. Sample document: Delivery note as per DIN 4991



Repeat print

KIRCHHOFF AUTOMOTIVE Deutschland GmbH  
Postfach 280 · 57426 Attendorn

Kirchhoff Hungaria Kft.  
Mátyás király utca 52  
H-2500 ESZTERGOM

Supplier No. 0000911999    Your VAT-Code HU13216054    Our VAT-Code DE811135982

Delivery note	
Receipt and handling note	Delivery Note No. : 85476042
	Shipping date : 2015.09.17
	Customer No. : 980999

(10) Your reference    (11) Order No./Date    (15) Customer add. info    (12) Our reference    (13) Phone    (14) Our Order No.  
0000015604    5500015604       1100    HAUSRUUF    UNSER AUFTRAG  
2012.11.01          KIRCHHOFF    02722-6960    450328  
Automotive

(19) Shipping method    (20) paid/unpaid    (21) Packing    (22) Shipping marks    (23) Grossweight    (24) Netweight  
    X    SEE BELOW    Esztergom    4.458    3.948

(25) Shipping address    (26) Unloading loc.  
Kirchhoff Hungaria Kft.    Mátyás király utca 52  
2500 Esztergom

Item	(28) Part-No.	(29) Delivery description	(30) Quantity	(31) Unit
010	00000104004060103	01.11.2012 ZSB Aufprallträger Li. Att.Intenco Ungar 10400.40.601.03	3.000,000	PC
		6 GIBO    a'	500	PC

Page 1 / 1

Sparkasse ALK  
IBLZ 462 616 30 1321  
IBAN DE 14462615330000001321  
BIC WELADED1ALK

Commerzbank Attendorn  
IBLZ 462 400 33 856 226 600  
IBAN DE 3204003303056226600  
BIC COBADEFFXXX

KIRCHHOFF Automotive Deutschland GmbH  
HRB 6747 Amtsgericht Siegen  
Sitz der Gesellschaft : 57426 Attendorn  
Steuer-Nummer: 338/6850/2504

Geschäftsführer:  
Andreas Haase  
Dipl.-Ing. Stefan Leitgen  
Dr.-Ing. Thorsten Galtzsch

## Attachment II. Sample document EDI – Accompanying document VDA4912

EDI - ISSUE SLIP		SHPMT. REF. No.: 687994		18.09.2015 - 10:47	
				PAGE 1	
VENDOR	-PLANT: 1110	RECIPIENT	-PLANT-CUST: 4210	UNLOADING POINT:	
	-No: 0000911999		-NUMBER: 110347	STORAGE LOCATION:	
KIRCHHOFF Automotive Deutschland Gm		Kirchhoff Polska Sp. z o.o.		POINT OF CONSPNT:	
In der Stesse		ul. A. Nobla 3		SHIPPING TYPE:	Truck
57439 Attendorn		PL-44-109 GLIWICE		CARRIER:	WALDROM Sp. Ja
				-NUMBER:	ABHOLER
				SHPMT-GRS WEIGHT:	23.434

DN-NO	REF. NO. -CUST.	QTY	UoM	DESCRIPTION OF DELIVERY	PURCH. ORD. NO
-DATE	REF. NO. -VENDOR			ADDIT. DATA -VENDOR	
-ITM	PACK. MATL -QTY	-NUMBER	CUST	QUANTITY	-NUMMER VENDOR
					CONSIGNMENT
85475377	000000092214010104	2.400,000	PC S/	CRASHBOX CZ. POJEDYNCZA	5500016668
16.09.2015	9221.40.101.04			01.11.2012	
010	VP: 6	-HESON	-BEHAELTER	X	400,000 HESON
85475378	000000093054000403	270,000	PC S/	Panel Flr Pn1 Tun Interco Gliwic	5500016675
16.09.2015	9305.40.004.03			01.11.2012	
010	VP: 3	-0000V196	#	X	90,000 GMV196
85475379	000000093054060702	560,000	PC S/	Bar Flr Pn1 2 Cr, Lh interco Gli	5500016676
16.09.2015	9305.40.607.02			01.11.2012	
010	VP: 4	-0000V149		X	140,000 GMV149
85475380	000000093054080702	560,000	PC S/	Bar Flr Pn1 2 Cr, Rh interco Gli	5500016678
16.09.2015	9305.40.807.02			01.11.2012	
010	VP: 4	-0000V149		X	140,000 GMV149
85475381	000000089944000106	1.800,000	PC S/	A-pillar Left Bracket - 400.3	5500016661
16.09.2015	8994.40.001.06			01.11.2012	
010	VP: 3	-GIBO		X	600,000 GIBO
85475382	000000089954000106	1.200,000	PC S/	A-Pillar Right Bracket - 400.4	5500016662
16.09.2015	8995.40.001.06			01.11.2012	
010	VP: 2	-GIBO		X	600,000 GIBO
85475383	000000089974000104	3.040,000	PC S/	Steering Column Lower Bracket -	5500016663
16.09.2015	8997.40.001.04			01.11.2012	
010	VP: 10	-GIBO		X	300,000 GIBO
	VP: 1	-GIBO		X	40,000 GIBO
85475384	000000089984000105	3.000,000	PC S/	Steering Column Upper Bracket -	5500016704
16.09.2015	8998.40.001.05			01.11.2012	
010	VP: 3	-HESON	-BEHAELTER	X	1.000,000 HESON
85475385	000000090004000106	800,000	PC S/	Tunnel Upper Driver Bracket - 40	5500016664
16.09.2015	9000.40.001.06			01.11.2012	
010	VP: 2	-GIBO		X	400,000 GIBO
85475386	0000000869540001906	643,000	PC S/	REAR TOP RAIL	5500016659
16.09.2015	8695.40.019.06			01.11.2012	
010	VP: 3	-V203		X	200,000 V203
	VP: 1	-V203		X	43,000 V203
85475387	0000000869540002006	560,000	PC S/	REAR BOTTOM RAIL	5500016660
16.09.2015	8695.40.020.06			01.11.2012	
010	VP: 2	-V203		X	280,000 V203

GR: QUANTITY CHECK: GOODS CHECK:



## Attachment III. Sample document: Shipping order VDA4922

1) Versender/Lieferant <b>KIRCHHOFF Automotive Deutschland GmbH</b> In der Stesse 57439 Attendorn		2) Liefer.-Nr. <b>0000911999</b>		3) Speditionsauftrags-Nr. <b>687994</b>		
5) Beladestelle <b>KI Automotive Attendorn DE</b>		6) Datum <b>14.09.2015</b>		7) Relations-Nr.		
8) Sendungs-/Ladungs-Bezugsnummer <b>687994</b>		9) Versandspediteur <b>WALDROM Sp. Jawna Spedition</b> Rzedzianowice 273 PL-39-300 MIELEC		10) Spediteur-Nr. <b>ABHOLER</b>		
11) Empfänger <b>Kirchhoff Polska Sp. z o.o.</b> ul. A. Nobla 3 PL-44-109 GLIWICE		12) Kunden-Nr. <b>110347</b>		13) Bordero-/Ladefliste-Nr.		
14) Anliefer-/Abladestelle		15) Versendervermerk für den Versandspediteur				
		16) Eintreff-Datum <b>16.09.2015</b>		17) Eintreff-Zeit <b>08:00</b>		
18) Zeichen und Nr. Lieferschein-Nr.	19) Anz.	20) Verpackung	21) SF	22) Inhalt	23) Lademittel	24) Bruttogewicht in KG
85475377	6	HESON-BEHA		00000092214010104	360	1.164
85475378	3	0000V196		00000093054000403	252	1.726
85475379	4	0000V149		00000093054060702	300	1.269
85475380	4	0000V149		00000093054080702	300	1.269
85475381	3	GIBO		00000089944000106	255	1.542
85475382	2	GIBO		00000089954000106	170	1.028
85475383	11	GIBO		00000089974000104	935	3.641
85475384	3	HESON-BEHA		00000089984000105	180	816
85475385	2	GIBO		00000090004000106	170	566
85475386	4	V203		00000086954001906	556	2.423
85475387	2	V203		00000086954002006	278	1.395
29) Gefahrgut-Klassifikation						
30) Gefahrgut-Bezeichnung						
31) Frankatur	32) Warenwert für SVS/RVS EUR	33) Transportversicherung vom Spediteur zu decken mit EUR		34) Versender-Nachnahme EUR		
<b>Ab Werk VERBOTSKUNDE</b>						
35) Anlagen			36) Auftr.-Nr. Kunde			
			37) Kont.			
			38) Transportmittel-Nr. <b>RZ4163L / RMI7P84</b>			
			39) LKW-Code			
			40) Versandart <b>LKW</b>			
			41) Abr.schl.			
			42) Empfangsbestätigung des Warenempfängers: obige Sendung vollständig und in ordnungsgemäßen Zustand erhalten:			
43) Übernahmebestätigung des Fahrers obige Sendung vollständig und in ordnungsgemäßen Zustand übernommen			Firmenstempel/Unterschrift			
			44) Die Sendung enthält Euro-Flach-Pal.(FP)			
			davon getauscht Euro-Flach-Pal.(FP)			
Datum			Euro-Gitter-Pal.(GP)			
Uhrzeit			Euro-Gitter-Pal.(GP)			
Unterschrift						
45) Es gelten die Allgemeinen Deutschen Spediteurbedingungen (ADSp). Gerichtsstand ist der Firmensitz des Versandspediteurs.						

## 8 [LOGISTICS] SUPPLIER EVALUATION

### 8.1 General

The SUPPLIER's performance will be evaluated by KA frequently. For this, involvement of the SUPPLIER in the KAs supply chain process as well as the delivery performance actually provided, the proactive cooperation and development potential of the SUPPLIERS will be taken into account. KA Supplier Performance Rating is part of KA Quality Assurance Guideline ([see Appendix](#)).

However SUPPLIER shall as well monitor internally the following variables as a minimum in order to record its logistics performance and make the results available on request. Visual presentation of the results on site by SUPPLIER is recommended.

#### Delivery Performance

SUPPLIER shall operate a system to monitor and, at least on a monthly basis, measure its delivery compliance (in terms of delivery dates and quantities) to the delivery requests of the receiving KA plant.




#### Premium Freight

Premium freight (also named special deliveries or expedited shipments) is considered to be outside the standard logistics handling as agreed between SUPPLIER and KA in the supply contract. Premium freight is used when there is a risk to disrupt production as this cost is much higher than normal transportation. SUPPLIER shall record, at least on a monthly basis, the premium freight for which it has been responsible (including as a minimum the instances of such shipments and the rootcause). SUPPLIER must be prepared to provide information about premium freights – if required by KA.

### 8.2 Integration to supply chain process

Here the involvement of the SUPPLIER in the supply chain process is evaluated by KA. These includes for example the EDI connection, the quality of delivery paperwork, as well as the flexibility of the SUPPLIER to make last-minute changes and to answer requests from KA.

### 8.3 SUPPLIER performance evaluation

-  Delivery quantity reliability
-  Delivery due date reliability
-  Delivery service



#### **8.4 Evaluation of logistical incidents**

- 🔵 Deliveries against packaging provisions
- 🔵 Unauthorized packaging changes by SUPPLIERS
- 🔵 Container ID/container label n.o.k.
- 🔵 Container Density n.o.k.
- 🔵 Delivery damages
- 🔵 Mixed Deliveries
- 🔵 Delivery notification n.o.k
- 🔵 KA production disturbance

#### **8.5 Logistics Complaints**



In case of logistics complaint raised by KA the following response is expected from the SUPPLIER

- 🔵 containment action within 24 hours to reduce potential impact of deviation in the supply chain
- 🔵 submission of 4D report within 5 working days
- 🔵 submission of 8D report within 10 working days
- 🔵 In case not sufficient or effective containment and corrective action is communicated and implemented by SUPPLIER KA reserves the right to charge the cost of implemented action defined by KA

## 9 Acronyms and abbreviations

CIP	see Incoterm: Carriage and Insurance Paid to
DB	Deutsche Bahn
DDP	see Incoterm: Delivered Duty Paid
DIN	Deutsche Industrie-Norm [German Industry Standard]
EDI	Electronic data interchange
EPAL	European Pallet Association
ERP	Enterprise-Resource-Planning
EXW	see Incoterm: ex works
FAO	Food and Agriculture Organization of the UN
FCA	see Incoterm: Free Carrier
FiFo	First in First out
FTL	Full Truck Load
INFOR SE	Supplier of Internet-platform dedicated to communication exchange
IPPC	International Plant Protection Convention
ISPM15	International Standards For Phytosanitary Measures No. 15
KLT	Kleinladungsträger/small load carrier
LH/RH	left hand / right hand
ODETTE	Organization for Data Exchange by Tele Transmission in Europe
PPS	Production Planning System
SA	Scheduling Agreement
SOP	Start of [serial] Production
TRANSPOREON	Internet Based Time Window Management system
24/7	24 hours, 7 Days
VDA	Verband der Automobilindustrie [German Automobile Industry Association]
WebEDI	EDI via Internet, with content displayed and/or entered using a browser

## 10 Appendix

-  WEB EDI Contract
-  KIRCHHOFF Quality Assurance Guideline